

# TOP MANAGEMENT: "BUILDING EFFECTIVE LEADERSHIP"

**Dates and duration to be agreed**

**Location to be agreed**

Contact us for a customised quote



## OBJECTIVES

- Position yourself as leader within the organisation.
- Know the team management tools and methods (team building).
- Be a driving force for change.

## THE + OF YOUR TRAINING

- Importance given to exchanging experiences, practical work and case studies

## CONCERNED AUDIENCE

Top management

## GOOD TO KNOW

Example of a 5 days programme



## PEDAGOGICAL PROGRAMME

### Module 1

#### Situating yourself as a manager

- Identifying your management style.
- Analysing your own motivating factors.
- Managing your agenda: optimising your personal organisation.

### Module 2

#### Mobilising and involving your employees

- Tools to evaluate the skills and potential of your employees.
- Setting collective and individual objectives.
- Forming and motivating an efficient team around a unifying project: defining the objectives and resources on a contract basis;
- setting up performance indicators;
- factors of behavioural changes.
- Levers for motivating employees.
- Negotiating, anticipating and managing conflicts.

### Module 3

#### Planning, delegating and getting organised to be more efficient

- Methods of planning, budgeting and managing activities.
- Reporting and inspection tools.
- Managing time.
- Various forms of delegation and their set up.
- Monitoring and supervising teams: the dashboard.
- Assessing the delegation.



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**Prerequisites :** None